

# Attachment A

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## Form of Offer Letter

Mr. Jonathan Kayne  
[DATE]  
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Attachment A

[Contractor's Letterhead]

[Insert Date]

District of Columbia Department of General Services  
2000 14<sup>th</sup> Street, NW, 8<sup>th</sup> Floor  
Washington, DC 20009

Attn: Mr. Jonathan Kayne  
Interim Director/Chief Contracting Officer

Reference: Request for Proposals (RFP)  
Construction Management Services IDIQ

Dear Mr. Kayne:

On behalf of [INSERT NAME OF OFFEROR] (the "Offeror"), I am pleased to submit this proposal in response to the Department of General Services' (the "Department" or "DGS") Request for Proposal (the "RFP") for Construction Management (CM) Services IDIQ. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "Proposal Documents") and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. The Offeror's Proposal and the fully loaded Fixed Hourly Rates are based on the Proposal Documents as issued and assume no material alteration of the terms of the Proposal Documents. (Collectively, the Proposal and the fully loaded Fixed Hourly Rates are referred to as the "Offeror's Proposal".)

The Offeror acknowledges and understands that the fully loaded Fixed Hourly Rates is intended are the Offeror's sole compensation for the services required under the contract and should include sufficient funding for all of the Offeror's costs associated with the work, including, but not limited to, labor, tools and equipment, materials and supplies, and overhead, insurance and profit.

<u>CLIN</u>	<u>DESCRIPTION</u>	<u>Fixed Hourly Rates</u>
0001	Construction Management (CM) Services IDIQ	SEE BID FORM

Mr. Jonathan Kayne  
[DATE]  
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The Offeror's Proposal is based on and subject to the following conditions:

1. The Offeror agrees to hold its proposal open for a period of at least one hundred twenty (120) days after the RFP closing date.
2. Assuming the Offeror is selected by the Department and subject only to the changes requested in paragraph 5, the Offeror agrees to enter into a contract with the Department on the terms and conditions described in the Proposal Documents within ten (10) days of the notice of the award.
3. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this proposal form and bind the Offeror to the terms of the Offeror's proposal. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's proposal.
4. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.
5. The Offeror hereby certifies that neither it nor any of its team members have entered into any agreement (written or oral) that would prohibit any contractor, subcontractor or subconsultant that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.
6. This Offer Letter Form and the Offeror's Proposal are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

**Exhibit 1**

**PRICE BREAKDOWN FORM**

	<b>BASE YEAR</b> (from date of award)	
	Labor Categories:	Fully Loaded Hourly Rate
CLIN #		
0101	Construction Manager	
0102	Administrative Assistant	
0103	Principal/ Construction Executive	
0104	Project Manager(s), Sr.	
0105	Project Manager(s)	
0106	Project Engineer	
0107	Specification Writer	
0108	Space Planner, Sr.	
0109	Permitting Expeditor	
0110	Cost Estimator	
0111	Scheduler	
0112	Project Controls Specialist	
0113	Security Systems Specialist	
0114	Noise/Acoustical Engineer, Sr.	
0115	Land Use Specialist	
0116	Energy/LEED Certified Engineer	
0117	Quality Control Superintendent	
0118	Project Claims Analyst	
0119	Safety/OSHA Inspector	
0120	Administrative assistant	
0121	General Inspector	
0122	Interior Finishes Inspector	
0123	Building Activation Specialist	
0124	Expeditor	
0125	Network/Communications Engineer	
0126	Move Coordinator	
0127	Reimbursable/ODC Ceiling Allowance	TBD
	<b>TOTAL FIXED HOURLY RATE</b> (Evaluation Purposes Only)	

		OPTION YEAR 1 (from date of award)
		Fully Loaded Hourly Rate
CLIN #	Labor Categories:	
1001	Construction Manager	
1002	Administrative Assistant	
1003	Principal/ Construction Executive	
1004	Project Manager(s), Sr.	
1005	Project Manager(s)	
1006	Project Engineer	
1007	Specification Writer	
1008	Space Planner, Sr.	
1009	Permitting Expeditor	
1010	Cost Estimator	
1011	Scheduler	
1012	Project Controls Specialist	
1013	Security Systems Specialist	
1014	Noise/Acoustical Engineer, Sr.	
1015	Land Use Specialist	
1016	Energy/LEED Certified Engineer	
1017	Quality Control Superintendent	
1018	Project Claims Analyst	
1019	Safety/OSHA Inspector	
1020	Administrative assistant	
1021	General Inspector	
1022	Interior Finishes Inspector	
1023	Building Activation Specialist	
1024	Expeditor	
1025	Network/Communications Engineer	
1026	Move Coordinator	
1027	Reimbursable/ODC Ceiling Allowance	TBD
	<b>TOTAL FIXED HOURLY RATE</b> (Evaluation Purposes Only)	

	<b>OPTION YEAR 2</b> (from date of award)	
	Labor Categories	Fully Loaded Hourly Rate
CLIN #		
2001	Construction Manager	
2002	Administrative Assistant	
2003	Principal/ Construction Executive	
2004	Project Manager(s), Sr.	
2005	Project Manager(s)	
2006	Project Engineer	
2007	Specification Writer	
2008	Space Planner, Sr.	
2009	Permitting Expeditor	
2010	Cost Estimator	
2011	Scheduler	
2012	Project Controls Specialist	
2013	Security Systems Specialist	
2014	Noise/Acoustical Engineer, Sr.	
2015	Land Use Specialist	
2016	Energy/LEED Certified Engineer	
2017	Quality Control Superintendent	
2018	Project Claims Analyst	
2019	Safety/OSHA Inspector	
2020	Administrative assistant	
2021	General Inspector	
2022	Interior Finishes Inspector	
2023	Building Activation Specialist	
2024	Expeditor	
2025	Network/Communications Engineer	
2026	Move Coordinator	
2027	Reimbursable/ODC Ceiling Allowance	TBD
	<b>TOTAL FIXED HOURLY RATE</b> (Evaluation Purposes Only)	

		<b>OPTION YEAR 3</b> (from date of award)	
		Labor Categories:	Fully Loaded Hourly Rate
CLIN #			
3001	Construction Manager		
3002	Administrative Assistant		
3003	Principal/ Construction Executive		
3004	Project Manager(s), Sr.		
3005	Project Manager(s)		
3006	Project Engineer		
3007	Specification Writer		
3008	Space Planner, Sr.		
3009	Permitting Expeditor		
3010	Cost Estimator		
3011	Scheduler		
3012	Project Controls Specialist		
3013	Security Systems Specialist		
3014	Noise/Acoustical Engineer, Sr.		
3015	Land Use Specialist		
3016	Energy/LEED Certified Engineer		
3017	Quality Control Superintendent		
3018	Project Claims Analyst		
3019	Safety/OSHA Inspector		
3020	Administrative assistant		
3021	General Inspector		
3022	Interior Finishes Inspector		
3023	Building Activation Specialist		
3024	Expeditor		
3025	Network/Communications Engineer		
3026	Move Coordinator		
3027	Reimbursable/ODC Ceiling Allowance		TBD
	<b>TOTAL FIXED HOURLY RATE</b> (Evaluation Purposes Only)		

	OPTION YEAR 4 (from date of award)	
	Labor Categories:	Fully Loaded Hourly Rate
CLIN #		
4001	Construction Manager	
4002	Administrative Assistant	
4003	Principal/ Construction Executive	
4004	Project Manager(s), Sr.	
4005	Project Manager(s)	
4006	Project Engineer	
4007	Specification Writer	
4008	Space Planner, Sr.	
4009	Permitting Expeditor	
4010	Cost Estimator	
4011	Scheduler	
4012	Project Controls Specialist	
4013	Security Systems Specialist	
4014	Noise/Acoustical Engineer, Sr.	
4015	Land Use Specialist	
4016	Energy/LEED Certified Engineer	
4017	Quality Control Superintendent	
4018	Project Claims Analyst	
4019	Safety/OSHA Inspector	
4020	Administrative assistant	
4021	General Inspector	
4022	Interior Finishes Inspector	
4023	Building Activation Specialist	
4024	Expeditor	
4025	Network/Communications Engineer	
4026	Move Coordinator	
4027	Reimbursable/ODC Ceiling Allowance	TBD
	TOTAL FIXED HOURLY RATE (Evaluation Purposes Only)	